

SC591. SUBCHAPTER 591

STANDARDS FOR FURNISHING UNIFORMS OR PAYING UNIFORM
ALLOWANCES TO DoD CIVILIAN EMPLOYEES
TABLE OF CONTENTS

| <u>SECTIONS</u> | <u>Page</u> |
|----------------------------------|-------------|
| SC591.1. PURPOSE | 591-2 |
| SC591.2. APPLICABILITY AND SCOPE | 591-2 |
| SC591.3. POLICY | 591-3 |
| SC591.4. PROCEDURES | 591-3 |
| SC591.5. RESPONSIBILITIES | 591-5 |

SC591. SUBCHAPTER 591

STANDARDS FOR FURNISHING UNIFORMS OR PAYING UNIFORM ALLOWANCES TO DoD CIVILIAN EMPLOYEES

- References: (a) [DoD Directive 1400.25](#), "DoD Civilian Personnel Management System," November 25, 1996
- (b) Section 5901 of title 5, United States Code
- (c) Title 5, Code of federal Regulations, Part 591, Subpart A, "Uniform Allowances"
- (d) DoD Instruction 1418.2, "Standards for Furnishing Uniforms or Paying Uniform Allowances to DoD Civilian Employees," May 5, 1969 (hereby canceled)
- (e) ASD(MRA&L) Memorandum, "Uniform Allowances for DoD Civilian Employees," dated December 21, 1981 (hereby canceled)
- (f) Title 32, United States Code
- (g) DoD Manual 1416.8-M, "Foreign National Compensation," January 12, 1990
- (h) Section 1593 of title 10, United States Code

SC591.1. PURPOSE

SC591.1.1. This subchapter implements DoD policies under references (a) through (c) and delegates authority, assigns responsibility, and establishes procedures for the payment of uniform allowances to civilian employees of the Department of Defense.

SC591.1.2. Cancels references (d) and (e).

SC591.2. APPLICABILITY AND SCOPE

SC591.2.1. The provisions of this subchapter apply to all DoD Components and cover employees furnished uniforms or paid a uniform allowance under 5 CFR 591 (reference (c)).

SC591.2.2. They do not apply to such actions taken under other provisions of law or regulation. Employees furnished uniforms or paid a uniform allowance under other

provisions of law or regulation may not receive uniforms or uniform allowances under 5 CFR 591 (reference (c)).

SC591.2.3. This subchapter does not apply to National Guard military technicians employed under 32 U.S.C. (reference (f)).

SC591.3. POLICY

It is DoD policy under DoD Directive 1400.25 (reference (a)) that:

SC591.3.1. Employees shall be required to wear uniforms only after a determination has been made that the nature of their work makes the wearing of a uniform necessary.

SC591.3.2. When the wearing of a uniform is required, employees shall be furnished the uniform at a cost not to exceed the maximum legal limit per year as established by 5 CFR 591 (reference (c)), paid a uniform allowance not to exceed the cost of the uniform, or the maximum legal limit per year, whichever is less. The uniform specified shall be the most economical type sufficient to accomplish the purpose for which the uniform is required.

SC591.4. PROCEDURES

SC591.4.1. Amount of Initial and Replacement Allowances

SC591.4.1.1. The amount of allowance to be paid or the cost of the uniform furnished must be within the maximum legal limit for each employee. The current maximum amount is \$400 per employee, per year, unless a higher allowance is authorized under 10 U.S.C. 1593 (reference (h)).

SC591.4.1.2. The allowance for the first year shall be paid on or before the date the employee is required to wear the uniform.

SC591.4.1.3. Allowances for succeeding years are to help defray the cost of replacement items.

SC591.4.1.3.1. Replacement costs are based on item cost prorated over the estimated life of the article.

SC591.4.1.3.2. Replacement allowances shall be paid on an annual,

semi-annual, or quarterly basis and in advance of the period in which service is to be performed.

SC591.4.1.4. Uniforms furnished employees under the authority of 5 CFR 591 (reference (c)) may be acquired either through purchase or rental, except that no rental contract may include a provision for cleaning or laundering services at DoD expense.

SC591.4.1.5. Items such as cap devices and badges shall be issued to employees, if required, and returned to the issuing authority when the employee is separated.

SC591.4.2. Allowances During Transfer and Reemployment

SC591.4.2.1. Periods covered by allowance payments.

SC591.4.2.1.1. The period covered by the initial allowance is 1 year.

SC591.4.2.1.2. The period covered by each replacement allowance is a year, six months, or three months, based on the replacement schedule.

SC591.4.2.1.3. When an employee transfers to, or is reemployed in, another position requiring a uniform, allowance payments for identical uniform requirements that overlap these periods are not authorized.

SC591.4.2.2. Transfer or reemployment in the same occupation group. When the same uniform requirements apply upon transfer or reemployment, the period covered by the last allowance payment must come to an end before a further allowance payment may be made.

SC591.4.2.3. Payment of additional initial allowance.

SC591.4.2.3.1. An employee who is transferred to, or reemployed in, a position with different uniform requirements following payment of an initial or replacement allowance, shall be paid the initial allowance appropriate to the new position.

SC591.4.2.3.2. An employee who leaves his or her position after he or she is paid an initial or replacement allowance and is later reemployed in the Department of Defense in a line of work where the same uniform is required, shall be paid the initial allowance upon reemployment, provided a period of at least 1 full year

has elapsed since the end of the period covered by the last allowance payment.

SC591.5. RESPONSIBILITIES

SC591.5.1. The Secretaries of the Military Departments, or their designees, shall be responsible for taking the following actions, which shall govern employees under their jurisdiction. The Directors of Defense Agencies shall assume responsibilities for employees under their jurisdiction and the Director, Administration and Management, OSD, shall assume the same responsibilities for employees in the OSD and the Joint Chiefs of Staff:

SC591.5.1.1. Determine the occupational groups that shall be required to wear uniforms under the provisions of 5 CFR 591 (reference (c)) and those that shall continue to be required under other provisions of law.

SC591.5.1.2. Determine that existing requirements are consistent with the standards contained in this subchapter and 5 CFR 591 (reference (c)). Those requirements not consistent with these standards shall be revoked. New requirements may be established consistent with these standards.

SC591.5.1.3. Issue written guidelines that shall include the following for each group of employees subject to the same uniform requirements:

SC591.5.1.3.1. State whether uniforms shall be furnished or an allowance paid.

SC591.5.1.3.2. Identify articles of prescribed clothing to be issued to each employee or for which a uniform allowance shall be paid.

SC591.5.1.3.3. Prescribe the amount of the initial allowance to be paid and the amount of subsequent replacement allowances or, if the uniform is furnished, the quantity of each article of prescribed clothing to be issued initially to each employee and the conditions and method of replacement.

SC591.5.1.3.4. Outline the procedures for:

SC591.5.1.3.4.1. Return of uniforms, if applicable, by employees when they are no longer required for official duty;

SC591.5.1.3.4.2. Proper accountability of the uniforms upon issue;

SC591.5.1.3.4.3. Maintenance of the uniform in a proper state of repair; and,

SC591.5.1.3.4.4. Other related requirements needed to protect the interests of the Department of Defense.

SC591.5.1.4. Copies of all regulations and changes to regulations shall be furnished to the Assistant Secretary of Defense (Force Management Policy) upon issuance. When the wearing of a uniform is prescribed for the first time, a statement shall be forwarded indicating the reason for establishing the requirement.

SC591.5.2. Establishing higher initial maximum uniform allowance rates will be considered only where appropriate due to high costs for the initial outlay of the uniform. Military Departments desiring to establish higher initial uniform allowance rates shall do so in accordance with the provisions outlined in 5 CFR 591 (reference (c)). The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) shall review, coordinate, and forward the finalized proposal for publication in the Federal Register.

SC591.5.3. As an exception to paragraph SC591.5.1., above, but subject to the standards contained in this subchapter, overseas commanders shall make determinations as to whether the wearing of a uniform by indigenous or other third-country national personnel at overseas locations is in the best interests of the Department, and if so, will:

SC591.5.3.1. Furnish uniforms or pay uniform allowance under the provisions of 5 CFR 591 (reference (c));

SC591.5.3.2. Comply with the total compensation comparability program as established in DoD Manual 1416.8-M (reference (g)); or,

SC591.5.3.3. Continue to furnish uniforms or to pay allowances under a prior authorization.